

# **CITY OF MANCHESTER**

HUMAN RESOURCES DEPARTMENT

ONE CITY HALL PLAZA

MANCHESTER, NH 03101

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FAX: 603-628-6065

WEB SITE: [www.ManchesterNH.gov](http://www.ManchesterNH.gov)



## **ADMINISTRATIVE ASSISTANT I**

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(Announcement No. R-017-07)

Grade 12

Starting Pay: \$12.68 per hour— extensive benefits

40 hours per week - Monday through Friday

This position is grant funded, limited term

### **THE JOB:**

Performs a variety of general office clerical and administrative support duties. Prepares correspondences, reports, lists and other documents; gathers, assembles, updates, distributes and/or files a variety of information, forms, and records; screens visitors, telephone calls, faxes, mail and messages directed to office personnel. Performs related duties.

### **MINIMUM QUALIFICATIONS:**

High School graduate or GED, and 1-3 years experience in general office operations including experience with public contact; or equivalent combination of experience and training which provide the knowledge, skills and abilities necessary to perform the work. Strong word processing skills is required. Microsoft Word, Excel, as well as data base operations is required.

**NOTE: Offer of hire conditional on candidate's ability to complete essential job functions, with or without accommodations, as determined by medical exam. Offer of hire is also contingent upon passing a background investigation and polygraph test.**

### **APPLICATION PROCEDURES:**

Although submission of a resume is optional, candidates must complete a City of Manchester Employment Application, available at above address.

### **OPENING DATE:**

Wednesday, Feb. 14, 2007

**CLOSING DATE:** Wednesday, Feb. 28, 2007

### **OFFICE HOURS:**

Office Hours: Monday through Friday, 8:00 AM to 5:00 PM

**The City of Manchester is an Equal Employment Opportunity Employer**

**\*\*\*PLEASE POST\*\*\***

*THIS DOCUMENT IS AVAILABLE IN ALTERNATE FORMATS UPON REQUEST*